

CROSSWALK OF EPIDEMIOLOGICAL MORATORIUM TO DOE ADMINISTRATIVE RECORDS SCHEDULES

Records assigned retention periods under the items listed below must be preserved under the moratorium on the destruction of health-related records. These records cannot be destroyed until approval is obtained from the Office of Health Studies, EH-6. (Note: This is not an extension of the moratorium to additional disposition schedules, but a crosswalk from those records previously frozen under the GRS or DOERS.)

Administrative Schedule 1: Personnel

<u>Item</u>	<u>Series Title</u>
20.1a	Health Unit Control Files, If Information is Summarized, etc.
21c	Federal Employee Medical Folder (EMF), Individual Employee Health Case Files, Files Created Prior to Establishment of EMF System
21.2b	Records Concerning Personnel Exposure to Hazardous Concentrations of Toxic Chemicals and Other Materials, Operating Plans for Specific Jobs
21.3a(3)	Radiation Contamination Control Program Records, Personnel Exposure Dose Records, Worksheets, Requests of Analysis, Chart Records, etc.
21.3b(2)	Radiation Contamination Control Program Records, Personnel Exposure Dose Records, Technical Standards, Operating Guides, and Operating Procedures, Detailed Plans for Specific Jobs
21.3e(2)	Radiation Contamination Control Program Records, Personnel Exposure Dose Records, Records of Radiation and Contamination, Records Other than Those Relating to the Work Place
26a	Personnel Counseling Records, Counseling Files
29a(1)	Federal Employee Training Records, General File, Correspondence, Memoranda, Agreements, etc., Relating to Establishment and Operation of Training Courses
33a	Examining and Certification Records, Delegated Agreements
33e	Examining and Certification Records, Examination Announcement Case Files

Administrative Schedule 2: Payroll and Pay Administration Records

<u>Item</u>	<u>Series Title</u>
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1a Individual Employee Pay Record, As Maintained in an Electronic Database

1b Individual Employee Pay Record, Federal Employee Pay Record

7 Time and Attendance Source Records

8 Time and Attendance Input Records

Administrative Schedule 3: Procurement, Supply and Grant Records

3.1b Pension Plan Case Files, Cases for Which DOE has No Obligations

3.2b Casualty Insurance Case Files, Cases for Which DOE has No Obligations

Administrative Schedule 5: Budget Preparation, Presentation and Apportionment Records

No Crosswalks

Administrative Schedule 6: Accountable Officers' Accounts Records

No Crosswalks

Administrative Schedule 9: Travel and Transportation Records

No Crosswalks

Administrative Schedule 11: Space and Maintenance Records

No Crosswalks

Administrative Schedule 12: Communications Records

No Crosswalks

Administrative Schedule 14: Informational Services Records

No Crosswalks

Administrative Schedule 16: Administrative Management Records

No Crosswalks

Administrative Schedule 17: Cartographic, Aerial Photographic, Architectural, and Engineering Records

No Crosswalks

Administrative Schedule 18: Security, Emergency Planning and Safety Records

<u>Item</u>	<u>Series Title</u>
11.1b	Occurrence Reporting Records, Report Files Maintained by All Other Offices
19a	Security Service Control Files, Control Center Key or Code Records, etc.
35.1b	Records that Demonstrate the Capability for Safe Operations, Records of Items, Authorizing Documents, etc.
49	Requests for Materials
50b	Materials Allotment Files, Files of Operations Offices Pertaining to Requesting Source and Special Nuclear Materials
51a	Materials Allocation Files, Files of Offices with Authority to Make Allocations
51b	Materials Allocation Files, Files of Contractor Estimates
51c	Materials Allocation Files, Files of Approved Allocations
52a(1)	Accountability Reports, Report Files of Staff Division, June and December 31 Reports
52b(1)	Accountability Reports, Reports of Materials Leasing Office, June 30 and December 31 Reports
53b	Reports of Apparent Losses, Other Cases
55	SS Transfer Journals
56	SS Material Transfer Files
57a	SS Material Shipping Form Files, Copies Filed in DOE Offices
57b	SS Material Shipping Form Files, Copies Filed in Shipping and Receiving Contractor Installations

Administrative Schedule 20: Electronic Records

No Crosswalks

Administrative Schedule 22: Audit/Investigation Records

No Crosswalks

Administrative Schedule 23: Records Common to Most Offices

No Crosswalk